

**FNS 742 Clarification- Box 11, Did Not Respond**

**Purpose:**

This instruction sets forth the policy for what verification results to include in box 11, Did Not Respond, on the School Food Authority Verification Summary Report, FNS-742.

**Scope:**

Sponsors participating in the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP).

**Definition:**

Non-response rate is defined as the percentage of approved household applications selected for verification for which verification information was not obtained by the local educational agency (LEA). This definition is used to determine if a follow-up contact is required and to report the non-response rate on the FNS-742.

**Description:**

The following are considered non-responses:

- The household does not contact the LEA when the initial request for verification is sent or when the LEA attempts follow-up;
- The household responds to the initial request but provides incomplete information and the LEA is unable to determine if the eligibility determination was correct; or
- The household responds to the initial request but fails to provide the LEA with documents or is otherwise unable to provide appropriate documentation.

Any of these outcomes must be reported as "Did Not Respond" in Box 11 on the FNS-742.

We realize that the data for reports due in March and April of this year has been compiled and are not requiring LEAs or State agencies to make any adjustments to this year. However, we would like State agencies to assure that this clarification is shared with LEAs and that any instructions or other guidance reflect this methodology.

**SOURCE:** 73 FR 76847, DECEMBER 18, 2008, "NON-RESPONSE RATE" AT §245.6A (A)(3).

